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(CLASSIFICATION)

Executive Registry

64-649

**OFFICE OF THE DIRECTOR**

Action Memorandum No. **A-355**

Date **28 JAN 1964**

TO : Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Science & Technology)  
Deputy Director (Support)

SUBJECT : Control of Overtime

REFERENCE:

25X1 1. Payments to Agency employees for overtime and holiday pay increased steadily from [ ] in FY 1960 to [ ] in FY 1963. Overtime in the first quarter of FY 1964 was paid at a rate approximating [ ] per annum. 25X1

2. The referenced increase, in part, reflects additional work requirements; but it may also reflect poor employee work habits, inefficient office practices, and inadequate planning and supervision.

3. As first steps toward the reduction of payments for overtime, the DD/S has been directed to prepare a change to Agency regulations which will eliminate all payments for overtime to personnel above GS-9, and to have the Director of Finance prepare and submit quarterly reports of overtime payments to each Deputy Director and to the Office of Budget, Program Analysis and Manpower.

4. Concomitantly, you should take the following actions:

a. Establish for your directorate a target to reduce total overtime by not less than 25% from FY 1963 levels and tighten overtime controls and limitations for each component.

SUSPENSE DATE:

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b. Authorize staggered shifts and special work weeks, where feasible. *pd' M*

c. Submit to the Director, OBPAM, by 1 April a report listing the overtime limitations established for each office and describing other actions either taken or in process.

(Signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director-Comptroller

25X1

O/BPAM/[ ]/afw (27 Jan 64)

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BPAM 64-0683

10 SEP 1964

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Analysis of Overtime Control

REFERENCES : Action Memo #355 - "Control of Overtime"  
Dated 28 January 1964

1. BPAM has analyzed the reports (Tab D) and actions taken by the four Deputy Directorates in response to referenced memorandum and has determined that:

A. All of the overtime paid was authorized by existing regulations and was approved by appropriate authority. National crises appear to have a direct effect on the amount of overtime claimed.

25X1 B. The number of overtime hours claimed by the [ ] 25X1  
vouchered employees decreased by 29 percent from Jan-June 1964  
when compared to Jan-June 1963. This is a reduction of [ ] 25X1  
25X1 hours (circa [ ] for the six month period. DD/S accomplished  
the sharpest reduction of the four Directorates (Tab A). Reductions  
in paid overtime dollars vouchered and unvouchered achieved a  
12 percent reduction over the FY 1963 average. (Tab B)

25X1 C. 20 percent [ ] of the total overtime and holiday  
time paid Jan-June 1964 was paid to [ ] employees in grades 25X1  
25X1 GS 10-16 including [ ] GS 13s, [ ] GS 14s, [ ] GS 15s, and [ ] GS 25X1 25X1  
16s. Regulatory prohibition of payment of overtime to grades 25X1  
above GS 9 is encumbered by legal issues. (Tab C1-3) Note:  
25X1 [ ] employees (GS 7-12) received overtime at a rate of more than  
25X1 [ ] (Tab C4)

2. Reliable statistics on the overtime worked in 1964 by the [ ] 25X1  
unvouchered personnel are not yet available due to delays of two to 18  
months in receiving and recording such data. BPAM is discussing with the  
Office of Finance ways of improving the speed of receipt and comparability  
of the unvouchered reports with the vouchered.

(signed) John M. Clarke

John M. Clarke  
Director/BPAM

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Sent to BPAM from ExDir:

"A nice request failed to achieve our  
objective. Now let's put some teeth in it --  
or shall we join the Society of Paper Tigers!

*ER - file only*

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Executive Registry

60-5590

**MEMORANDUM FOR:** Executive Director-Comptroller**SUBJECT :** Reports of Overtime and Holiday Payments for Period Ended 30 June 1964**REFERENCE :** Memorandum for Executive Director-Comptroller, from Director of Budget, Program Analysis and Manpower, dated 14 January 1964, Subject: Control of Overtime

1. Pursuant to reference, attached is a summary report of overtime and holiday payments made for your Office during the quarter ended 30 June 1964 and FY 1964. The data reported for the fourth quarter are compared to "target" which represents the quarterly allocation giving effect to the required reduction of 25% from 1963 overtime and holiday payments. The data reported for FY 1964 are compared with overtime and holiday payments made during FY 1963. Also attached for your information are (1) a summary report for the Agency and (2) reports for each Deputy Directorate.

2. The quarterly period ended 30 June 1964 is the first full quarter for which the directive contained in reference to reduce overtime to 25% of the 1963 level has been applicable. Particular attention therefore is directed to the Summary for Agency which indicates that only the Intelligence area substantially met the established target for such quarter and that the four other major components of the Agency exceeded their targets from 12.8% to 29.5%.

25X1

  
Acting Director of Finance

Attachments

*Finance*Excluded from automatic  
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25X1

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